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DRAFT

RE: _____ MAILING LIST

Dear Mailing List Member:

The address on this mailing envelope indicates that you are on the Air Resources Board (ARB or Board) hard copy mailing list known as _____. In an effort to save the taxpayers money, especially in this year's budgetary crisis, we are focusing on using electronic mailing lists and reducing our hard-copy mailings. **(This only applies to the mailing list indicated above. If you are on other ARB mailing lists, you will most likely be invited to switch over to the equivalent electronic list serve as these other lists are activated for mail outs.)**

In addition to saving hard-copy mailing costs, there are other benefits to using electronic mailing lists. Documents are available earlier and provide full text search capabilities upon viewing or downloading. A full archive of all list serve broadcasts is also available giving list serve members immediate access to all email broadcasts for that list.

As you may know, list servers are becoming popular features of Internet websites to alert interested parties of recent changes in the content of a particular area of interest on a site. In the case of list serve, we will forward an email to you each time new information on that website area becomes available. The email will provide a link to the pertinent document.

To join the list serve, **PLEASE GO TO THE COMPUTER TO WHICH YOU WOULD LIKE THE PERIODIC EMAIL NOTICES SENT.** From that computer, send an email to majordomo@listserv.arb.ca.gov. Please leave the subject line blank. In the message area, simply type:

Subscribe _____

You will receive an automatic message confirming that you have successfully subscribed.

We recognize that not everyone has access to email. **If you do not have email access and want to remain on the hard-copy mailing list, please return the enclosed reply with your signature and current postal mailing address.** Please fold it in 3rds, staple or tape it closed, and mail it to the preprinted return address.

Thank you for helping ARB to continue providing efficient and reliable public notice while helping us reduce mailing costs. If you have any questions, please contact Sue Pinto, List Serve Coordinator at (916) 322-4505 or e-mail: spinto@arb.ca.gov. If you have any questions regarding the hard-copy mailing list, please contact Alex Axt, Mail Services Manager at (916) 322-6951 or e-mail: aaxt@arb.ca.gov.